

## REQUIRED DOCUMENTATION

Following is a list of the documentation that must be at the facility for review. It is suggested that there is a file for each caregiver, a file for each child, and a file for other documentation needed for licensing. You can copy each of the following charts and attach it to the front of the file and check off the documentation as you include it in the file.



| CAREGIVER RECORDS   |
|---|
| <input type="checkbox"/> Orientation Training   |
| <input type="checkbox"/> BCI screenings   |
| <input type="checkbox"/> Training Hours   |
| <input type="checkbox"/> Current Food Handler's Permit  |
| <input type="checkbox"/> Current First Aid and CPR certification                              |
| <input type="checkbox"/> Documentation of caregivers on call and can arrive within 20 minutes |



| CHILDREN'S RECORDS                                       |
|--|
| <input type="checkbox"/> Admission Agreement             |
| <input type="checkbox"/> Medication Releases and Records |
| <input type="checkbox"/> Accident/Incident Reports       |



| OTHER DOCUMENTATION  |
|--|
| <input type="checkbox"/> Three months of child attendance records                                |
| <input type="checkbox"/> Emergency and Disaster Plan   |
| <input type="checkbox"/> Policies about tobacco, alcohol, drugs, and sexually explicit materials |
| <input type="checkbox"/> Log of Fire and Disaster Drills   |
| <input type="checkbox"/> Animal immunizations  |
| <input type="checkbox"/> Variance approvals  |